



**Garrison Avenue Complete Street & Towson Avenue  
Corridor Plan  
City of Fort Smith, Arkansas**



***Request for Qualifications (RFQ)***

**Issued By:** City of Fort Smith

**Date Issued:** January 12, 2020

**Responses Due:** **January 28, 2020, 5:00 PM CST**

**Attention:** Reese M. Brewer, Frontier MPO

1109 S. 16<sup>th</sup> Street

Fort Smith, Arkansas 72902

[rbrewer@wapdd.org](mailto:rbrewer@wapdd.org)

479.785.2651



## Introduction

The City of Fort Smith, Arkansas (“City”) is seeking submittals from qualified planning, transportation, engineering, and landscape architect professionals (individual firms or teams of consultants) for the preparation of a Complete Street Plan for Garrison Avenue and a Corridor Plan for Towson Avenue. The City is interested in firms (“Firms”) capable of providing professional services including the following: Planning, transportation, engineering, streetscape and landscape design, research, analysis, mapping, public engagement/visioning and document preparation.

## QUALIFICATION STATEMENTS ARE DUE BY 5:00 P.M. TUESDAY, JANUARY 28, 2020

### 1. Planning Context

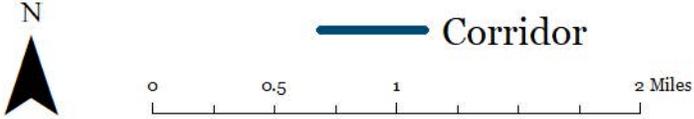
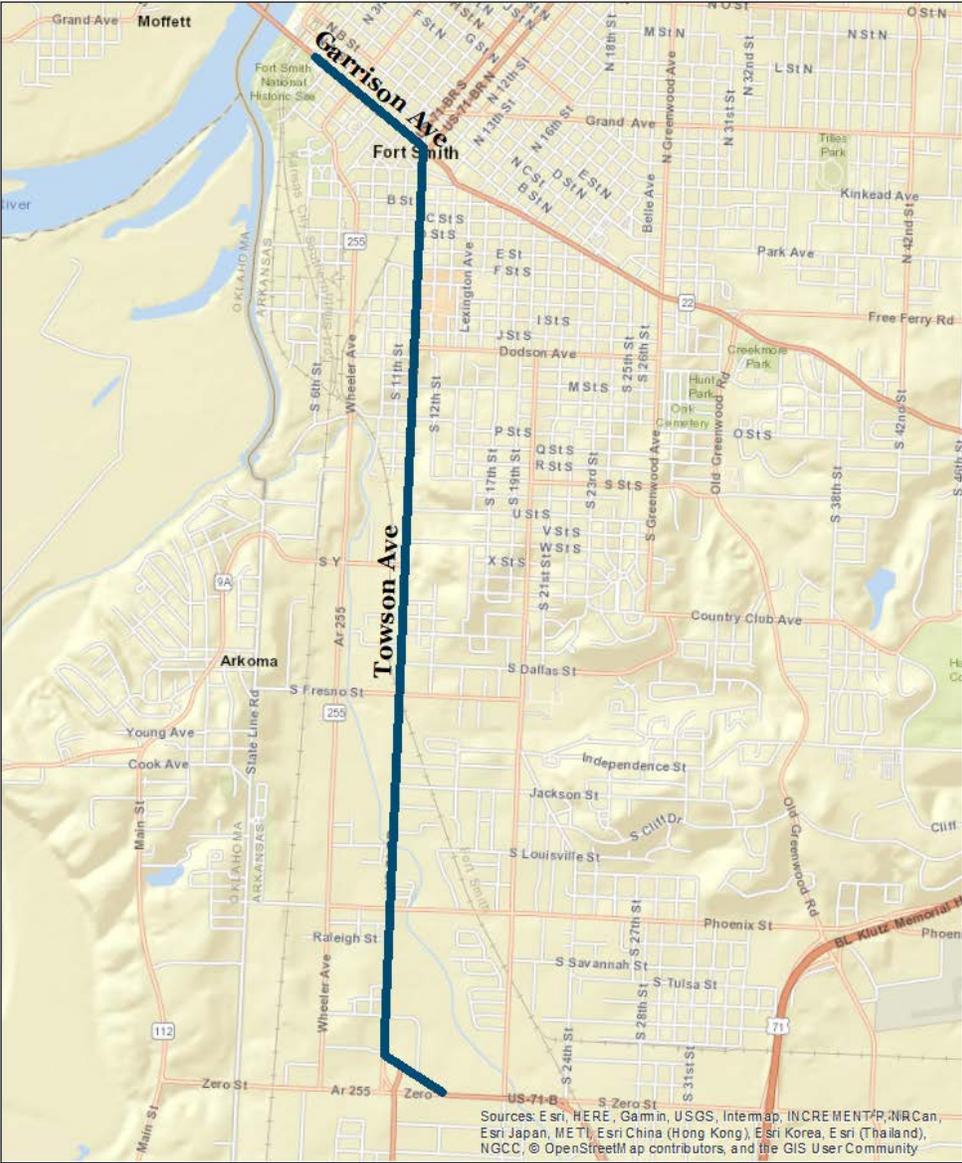
The City of Fort Smith is located within the Fort Smith metropolitan region in Sebastian County and is home to about 88,037 individuals. Fort Smith lies on the border of Arkansas and Oklahoma and is the 2<sup>nd</sup> largest city in Arkansas.

In 2014, the Fort Smith Board of Directors adopted the ***Future Fort Smith Comprehensive Plan*** (<http://dev.fortsmithar.gov/downloads/FutureFortSmith.pdf>). This plan provides the vision and framework for future development of the City. In particular, the ***Future Fort Smith Comprehensive Plan*** recommended corridor investments that support complete streets and design considerations in the beautification of major transportation corridors, including prioritizing pedestrian and bicyclist improvements on key facilities such as Garrison and Towson Avenue. Equally, the ***Propelling Downtown Forward Initiative*** (<http://dev.fortsmithar.gov/downloads/PropellingDowntownForwardJuly2017.pdf>) shapes the framework of the historic downtown and neighborhoods by activating public spaces, providing multimodal options, and creating safe street enhancements for bicyclists and pedestrians. To see Arkansas Department of Transportation District IV planned improvements and projects go to: [http://arkansashighways.com/program\\_mgmt/gis/JobStatusMaps\\_2018/65\\_1\\_Fort\\_Smith\\_VanBuren.pdf](http://arkansashighways.com/program_mgmt/gis/JobStatusMaps_2018/65_1_Fort_Smith_VanBuren.pdf).

### Project Background and Purpose

Garrison Avenue (US 64) is a major transportation corridor which goes directly through historic downtown Fort Smith with an average daily traffic volume of 25,000. Garrison Avenue not only connects to the Fort Smith region, but also serves as a primary facility linking (west to) Oklahoma. The city began the Garrison Avenue Streetscape Project in 2014 along Towson Avenue south to South A Street. However, Garrison Avenue does not accommodate bicyclists at this time. Current zoning prohibits bicyclists on sidewalks within the downtown commercial district. The downtown commercial district extends from Garrison Avenue, south along Towson Avenue, to Dodson Street. Towson Avenue intersects approximately two miles east along Garrison Avenue. The Towson Avenue corridor contains a mix of strip suburban retail, big box stores, car dealerships, and industrial office parks, becoming less dense as the corridor stretches south. In October 2019, the City of Fort Smith approved in partnership with the Arkansas Department of Transportation to rehabilitate a four-mile segment of Towson Avenue (Highway 71B between Garrison Avenue (US 64) and Zero Street (Arkansas 255)). Towson Avenue lacks streetscaping, and has limited pedestrian and bicyclist facilities. It is the city’s intent to improve the function and aesthetics of key corridors and centers in Fort Smith, develop new focal points and reinforce the character of gateways into Fort Smith by making them more attractive with new signage, landscaping, and other beautification measures.

Immediate design considerations along these roadways should include placement of utilities (water, lighting, electrical, etc.), medians, planters, bicycle and pedestrian facilities. Further phases will address aesthetic consistency, landscaping materials, vegetation types, etc. Overall, the goal is to create multimodal gateway facilities. Also, the City’s desire is to improve physical connections between and within neighborhoods through road extensions or improvements, bicycle lanes and trails, and a connected sidewalk network. The City will utilize a “Complete Streets” approach to ensure that all new projects are planned and designed to meet the needs of every community member, regardless of their age, ability, or how they travel. (See Study Area Map). **NOTE:** Final Study Area to be determined in consultation with selected Firm.



## Planning Resources & Documents

- 2040: New Frontier Metropolitan Transportation Plan <https://www.frontiermpo.org/resources/>
- Transportation Improvement Program 2019-2022 <https://www.frontiermpo.org/resources/>
- Frontier MPO Complete Streets Policy <https://www.frontiermpo.org/category/plans-projects/>
- Frontier MPO Regional Bike & Pedestrian Plan 2016 <https://www.frontiermpo.org/resources/>

## 2. Scope of Work

The following Scope of Work is intended to guide preparation of the Garrison Avenue Complete Street and Towson Avenue Corridor Plan. This Scope of Work is intended to provide a general framework for this plan. The City expects that the Final Scope of Work will reflect modifications made based upon staff discussions with the Firm selected to prepare the plan.

I. **INTRODUCTION AND PLANNING CONTEXT** - Provide overview of study area, including historical development, previous planning efforts and transportation planning context.

II. **ASSESSMENT OF EXISTING CONDITIONS (Utilities, Zoning, Transportation, and Streetscape)**

### a. Existing Conditions

**Objective:** Inventory existing conditions within the Study Area, including:

- **Utilities** – Public and private utility locations (above and below ground)
- **Environmental Features** – Topography, wetlands, streams/creeks and watersheds overlays
- **Current Zoning** – Identify current zoning districts (including overlays)
- **Streetscape Elements** – Landscaping and other amenities (including lighting, signage, transit stops/shelters, and benches)

**Work Product:** GIS layered maps, tables and narrative depicting existing conditions.

### b. Transportation

**Objective:** Inventory existing transportation system within the Study Area, including:

- **Access points and driveways** – identify location/type of all access drives
- **Traffic control devices (including signage)** - locate all traffic control devices and regulatory signage
- **Pedestrian/Bicycle facilities and designated bike routes** – sidewalks, bike lanes/paths (type/condition)
- **Public Transportation facilities** – routes, stops and type of service
- **Freight Routes** – designated routes

**Work Product:** GIS layered maps, tables and narrative depicting existing transportation conditions.

### III. FUTURE CONDITIONS ANALYSIS (Transportation)

**Objective:** Identify future conditions within Study Area, based on assessment of existing conditions, including:

- **Alternate travel modes** – Identify alternate mobility options (e.g. transit, bicycle lanes, complete streets) and technology needs and any improvements necessary to facilitate desired mobility options

**Work Product:** GIS layered maps, tables and narrative detailing future conditions.

### IV. STUDY AREA RECOMMENDATIONS

**Objective:** Based on analysis of existing conditions and future conditions analysis, develop a complete streets, streetscaping plan and transportation recommendations to facilitate the transformation of Garrison Avenue and Towson Avenue into landscaped multimodal facilities. At a minimum, recommendations should address the following:

- Garrison Avenue Complete Streets vision statement
- Towson Avenue Corridor vision statement
- Projected cross-sections to accommodate future multi-modal corridor improvements
- Streetscape improvement plan (Landscaping, utilities, streetlights, signage and other amenities)

**Work Product:** Detailed recommendations for transportation and streetscape improvements.

### V. STRATEGIC CORRIDOR IMPROVEMENT PLAN

**Objective:** Develop an “actionable” strategic plan for implementing the recommendations of the plan. Plan shall be organized into immediate (0-2 years), mid (2-5 years) and long-range (5+ years) improvements and identify funding sources for each recommendation.

**Work Product:** Identify specific capital projects (including funding sources) to implement the plan, which may include the following:

- Land Use
- Transportation (including utilities)
- Landscape
- Streetscape

### VI. PUBLIC ENGAGEMENT

**Objective:** The Firm shall work in direct coordination with the City of Fort Smith and the Arkansas Department of Transportation (ArDOT) to solicit input from a broad cross-section of citizens, business owners and other stakeholders (including public officials, citizen groups, citizen boards and commissions). Since ArDOT will hold public input meetings on Towson Avenue, it is anticipated that the selected Firm will present conceptual recommendations at the same time. The purpose is to ensure that the views and input of all interested parties and stakeholders in the Garrison Avenue

Complete Streets and Towson Avenue Corridor Plan is documented and noted. A minimum of 2 public meetings are required, in addition to individual meetings with ArDOT, stakeholders, staff, elected officials and citizen boards and commissions.

**Work Product:** Development and execution of a Public Engagement plan.

### 3. Coordination with City Staff, Frontier MPO

Oversight and guidance for preparation of the plan will be provided by City of Fort Smith Engineering, Streets, Transit and Administrative Department staff, City of Fort Smith Planning Commission, and in close cooperation and coordination with Frontier MPO, with input from the Fort Smith Central Business Improvement District (CBID), and ArDOT.

### 4. Time Frame

The City anticipates the following timetable for plan completion, with key dates noted below. A final schedule will be adopted as part of the contract between the City and Firm chosen to prepare the plan.

#### Garrison Avenue Complete Streets & Towson Avenue Corridor Plan Schedule\*

Action	Date
RFQ Issued	January 12, 2020
RFQ Responses Due	January 28, 2020 (5:00 PM CST)
Firms Short-listed	February 7, 2020
Firm Interviews	February 10-14, 2020
Selection of Firm	February 19, 2020
Contract Approval by City	February 28, 2020
Project Start	March 2, 2020
Project Completion (Adoption)	December 31, 2020

\* Schedule is subject to final negotiation with selected Firm.

### 5. Clarification Requests & Additional Information

Any request for clarification or additional information regarding this RFQ should be directed to:

Reese M. Brewer, Frontier MPO  
1109 S. 16th Street  
Fort Smith, Arkansas 72902  
[rbrewer@wapdd.org](mailto:rbrewer@wapdd.org)

### 6. Submittal Format and Content

The Request for Qualifications should include (at a minimum) the following elements:

- A. Transmittal Letter: Designated contact person with address and telephone number.
- B. Project Manager: Identify project manager and describe their experience related to this project. Provide client references for projects similar in scope. Discuss the experience of this project manager with other members of the project team.

- C. Project Team and Sub-Consultants: Identify other team members and sub consultants and their relative experience. Discuss the role of key team members. Specify the percentage and type of work that will be performed by each team member and any sub-consultants. This information will become part of the contract with the selected Firm.
- D. Firm Qualifications: Discuss the Firm's work on projects similar in size and complexity. Quality assurance should be addressed. Indicate Firm's history of meeting established schedules. In addition:
- Lead consultant's office should be located within driving distance of the City. Consultant's office must have appropriate support staff for a project of this size and complexity; please identify the office size and number of staff and percentage of time to be devoted to project. Consultant should identify a team matrix of all personnel working on project, including office location and specialty.
  - Consultant should demonstrate experience on at least (3) similar projects, preferably within the past five (5) years.
  - Consultant shall discuss their experience and strategy for stakeholder engagement and outreach to the community during the project.
  - A concise narrative that presents the services the Firm would provide detailing the approach, methodology, deliverables, and client meetings.
  - A summary of any suggested innovative approaches the City should consider for this effort.
  - A timeline for the preparation and implementation of the tasks/activities being proposed per the **Scope of Work** detailed in this RFQ.

## 7. Evaluation of Qualifications

Responses submitted will be evaluated based on the following criteria:

- A. Experience of Firm(s) with projects of a similar scope and scale;
- B. Qualification and experience of the proposed team and location of team members;
- C. Current workload and Firm capacity;
- D. Responsiveness to RFQ and quality of the submittal;
- E. Proposed approach to project and schedule for completion;
- F. Performance assessments and/or references on past work efforts;
- G. Knowledge of City of Fort Smith and Sebastian County;
- H. Any other experience or criteria deemed applicable to the projects.

## 8. Short-List, Interviews and Selection

Short-List, Interviews and Selection

The City will review Qualification Statements and prepare a short-list of Firms to be interviewed by no later than February 7, 2020, with interviews scheduled for February 10 -14, 2020. The selection of a Firm is anticipated by February 19, 2020 with an anticipated final contract negotiated and approved by the City no later than February 28, 2020.

## 9. Submission Requirements

Firm(s) interested in being considered for this project should submit five (5) bound copies and one (1) electronic version via email or flash drive of their Qualifications no later than 5:00 PM CST on January 28, 2020.